



SECTION 7.0 FINAL PLAT STATUTORY LAND SUBDIVISION – STEP 3

Section 7.01 Purpose

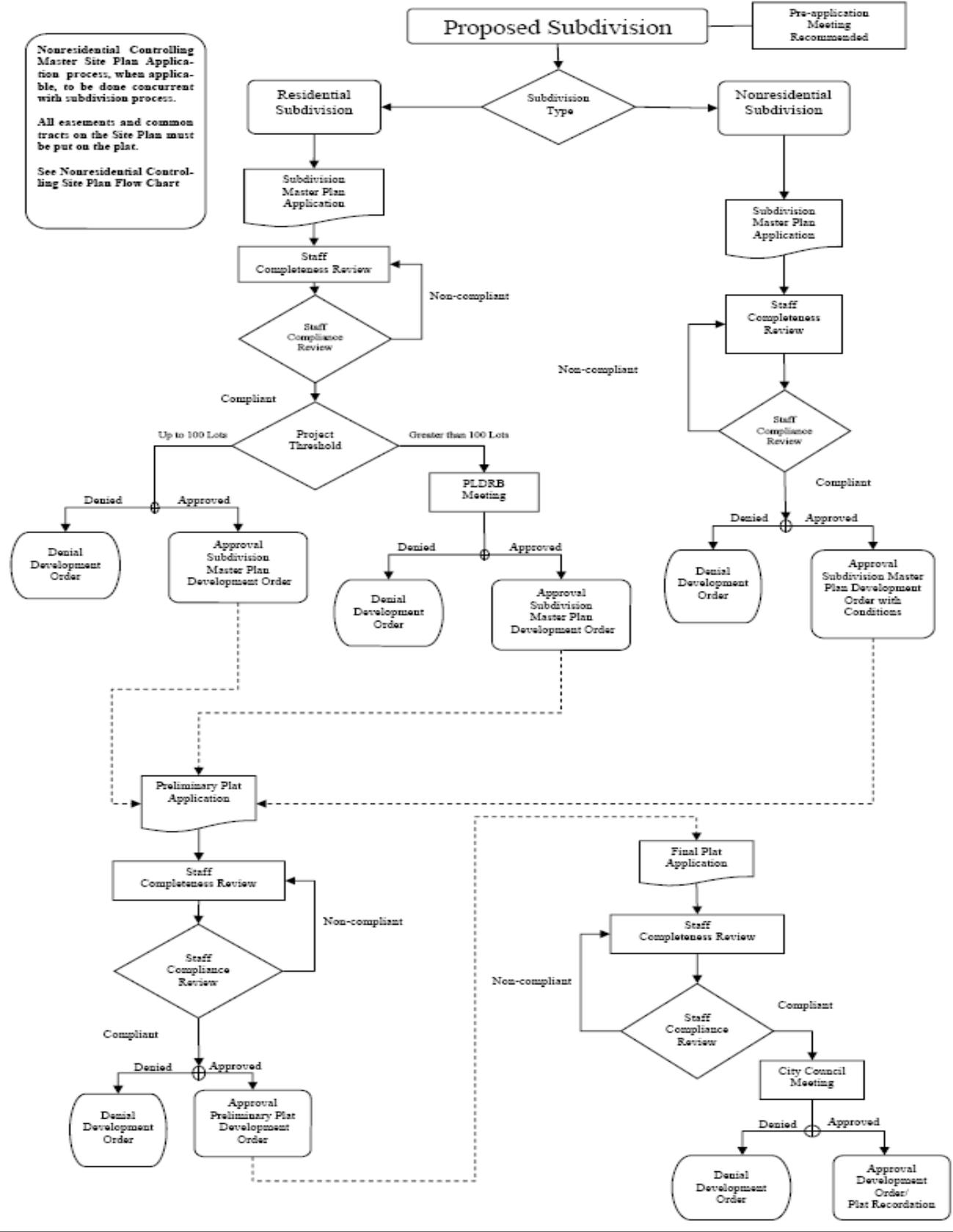
This section describes the third and final step in the process for the subdividing of land in compliance with [Florida Statutes, Chapter 177](#) and City regulations. The formal platting process is divided into three (3) steps: The issuance of a [Subdivision Master Plan](#) Development Order, [Preliminary Plat](#) Development Order, and [Final Plat](#) approval, respectively.

Section 7.02 Application Process

- A. The Applicant shall submit a complete [application package](#) electronically to the City via the on-line portal. A meeting with City Staff is recommended for submittal of the application package.
- B. The construction plans and plat must be e-mailed to the City or provided on a disk as part of the application package.
- C. Per [subsection 2.05.04](#) of the [Unified Land Development Code \(LDC\)](#), the application package will undergo a completeness review by the City.
- D. Upon acceptance, the application package shall be reviewed for compliance.
- E. City Staff will schedule the application on the next available City Council agenda upon satisfying compliance review. At that time the City shall contact the Applicant to have the Mylar appropriately executed and submitted to the City.
- F. Upon [final plat](#) approval by City Council, the City shall submit the Mylar to the Flagler County Clerk's Office for recording. The execution of the Mylar by the Mayor shall be deemed to be the execution of a development order. All costs associated with the recording of the plat shall be at the expense of the Applicant. The recording of the plat does not authorize the disturbance of any part of the subject property involved, but authorizes the filing of an application for a development order or building permit.

Subdivision Flow Chart

Nonresidential Controlling Master Site Plan Application process, when applicable, to be done concurrent with subdivision process.
 All easements and common tracts on the Site Plan must be put on the plat.
 See Nonresidential Controlling Site Plan Flow Chart





- GENERAL APPLICATION:**
- | | | |
|--|--|---|
| <input type="checkbox"/> Nonstatutory Land Division/Parcel Reconfiguration | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Special Exception |
| <input type="checkbox"/> Subdivision Master Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Vacating Plat |
| <input type="checkbox"/> Master Site Plan | <input type="checkbox"/> Nonresidential Controlling Master Site Plan | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Technical Site Plan | <input type="checkbox"/> Site Plan Addition | <input type="checkbox"/> Development Order Modification |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Parking Flexibility | |
| <input type="checkbox"/> Wireless Communication Facility (new structure) | | |

CD Plus Application #: _____ Application Submittal Date: _____
 Fee Paid: \$ _____ Date of Acceptance: _____
 Employee Name Accepting Application (print name): _____
 Rejected on _____ Rejected by: _____
 Reason for Rejection: _____

A. PROJECT NAME: _____

B. LOCATION OF SUBJECT PROPERTY (PHYSICAL ADDRESS): _____

C. PROPERTY APPRAISER'S PARCEL NUMBER(S): _____

D. LEGAL DESCRIPTION: _____ Subdivision Name; _____ Section; _____ Block; _____ Lot

E. SUBJECT PROPERTY ACRES / SQUARE FOOTAGE: _____

F. FUTURE LAND USE MAP DESIGNATION: _____ **EXISTING ZONING DISTRICT:** _____
OVERLAY DISTRICT: _____

G. FLOOD ZONE: _____ **COMMUNITY PANEL NUMBER:** _____ **DATE:** _____

H. PRESENT USE OF PROPERTY: _____

I. DESCRIPTION OF REQUEST / PROPOSED DEVELOPMENT (MAY ATTACH ADDITIONAL SHEETS): _____

J. PROPOSED NUMBER OF LOTS: _____

K. CHECK APPROPRIATE BOX FOR SITE PLAN:

- Tier 1 (up to 40,000 sq. ft. / 40 units)
 Tier 2 (up to 100,000 sq. ft. / 100 units)
 Tier 3 (exceeding 100,000 sq. ft. / 100 units)

L. LIST BELOW ANY APPLICATIONS CURRENTLY UNDER REVIEW OR RECENTLY APPROVED ASSOCIATED WITH THIS APPLICATION:

M. WATER/SEWER PROVIDER: _____

N. IS THERE AN EXISTING MORTGAGE? Yes No



CITY OF PALM COAST TECHNICAL MANUAL

OWNER:**APPLICANT / AGENT:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

MORTGAGE HOLDER:**ENGINEER OR PROFESSIONAL:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

PLANNER:**TRAFFIC ENGINEER:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

SURVEYOR:**LANDSCAPE ARCHITECT:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

ATTORNEY:**DEVELOPER OR DOCKMASTER:**

Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

I HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT:

Signature of owner OR person authorized to represent this application

Signature(s) _____

Printed or typed name(s): _____

NOTARY: This instrument was acknowledged before me by means of ___ physical presence or ___online notarization, on this _____ day of _____, 20____ by _____ who is/are personally known to me, or who has/have produced _____ as identification. (SEAL)

Signature of Notary Public, State of Florida

General Application (sheet 2 of 2)



SUBDIVISION FINAL PLAT APPLICATION SUBMITTAL CHECKLIST

Residential

Nonresidential

= **Mandatory**

= **As applicable**

= **sub items**

The following checklist is a tool to facilitate compliance for the submittal package. Place a check in each check box below to indicate that the item has been addressed. As indicated in the above key legend, an item with a red square indicates the item is mandatory. The green square indicates it may or may not be applicable. Use the drop down to indicate if the item is applicable (X) or if the item is not applicable (NA). If applicable, then the item is mandatory.

At a minimum, the documents listed below are required to process a request for a Final Plat. This checklist must be completed by the Applicant and included in the application submittal package in order for the application to be accepted. If a required document is not provided then a statement justifying the action is to be submitted, which will be taken into consideration.

It is recommended to schedule a pre-application meeting by contacting a Land Development Technician at (386) 986- 3736 prior to submittal of the application package. In addition, it is also recommended to contact a Land Development Technician to schedule an appointment for submittal of the application package.

INTAKE PLC- Planning/Project Manager PLENV - Environmental PLLA - Landscape PLENG-Engineering LSW - Stormwater (Operation) UD1-Utility OASUR-2nd Party Surveyor CA1-City Attorney						
1	2	3	4	Responsibility	Checklist Items	LDC Reference / Florida Building Code (FBC) / Florida Fire Prevention Code (FFPC)
2	<input checked="" type="checkbox"/>				Application Form	
3			<input checked="" type="checkbox"/>	INTAKE	Electronically filed and signed by owner or property owners representative.	
4	<input checked="" type="checkbox"/>				Subdivision Final Plat Application Submittal Checklist	
5			<input checked="" type="checkbox"/>	INTAKE	Checklist	
6		<input checked="" type="checkbox"/>			Authorization Letter	
7			<input checked="" type="checkbox"/>	INTAKE	Electronically filed by property owner to authorize a representative.	
8	<input checked="" type="checkbox"/>				Corporate Identity	
9			<input checked="" type="checkbox"/>	INTAKE	Electronically filed by property owner or managing agent as listed in the Division of Corporation.	
10	<input checked="" type="checkbox"/>				Flagler County Taxes	
11			<input checked="" type="checkbox"/>	INTAKE	Certification from the Flagler County Tax Collector that all taxes have been paid.	
12	<input checked="" type="checkbox"/>				Title Opinion	
13			<input checked="" type="checkbox"/>	INTAKE	1 Prepared by an attorney at law licensed to practice in Florida or a certificate by an abstractor or a title company.	
14			<input checked="" type="checkbox"/>	INTAKE	2 Current title with all back up documentation (i.e. easements, etc.). Title Opinion to be dated within six (6) months of the date of application submittal.	
15			<input checked="" type="checkbox"/>	INTAKE	3 List of all mortgages not satisfied or released of record or otherwise terminated by law.	
16			<input checked="" type="checkbox"/>	PLC	4 Shows the record title to the land as described and shown on the survey.	NA
17			<input checked="" type="checkbox"/>	PLC	5 List all encumbrances (i.e. easements, etc.) on the subject property.	NA



SUBDIVISION FINAL PLAT APPLICATION SUBMITTAL CHECKLIST

18				Current Survey	
19			PLC	1 Prepared by a registered land surveyor licensed to practice in the State of Florida.	NA
20			PLC	2 Contains the legal description and total acreage of the subject property.	NA
21			PLC	3 Surveyors certificate of accuracy.	NA
22			PLC	4 Depict all existing on-site or adjacent easements, including drainage, electricity, gas, water, wastewater, or other pipeline or utility easements.	NA
23			PLC	5 Depict all existing on-site improvements, including buildings, structures, drainage facilities, and utilities.	NA
24			PLC	6 Street adjacent to the tract, including rights-of-way and pavement widths.	NA
25			PLC	7 Completed with the benefit of a title opinion that states it is current.	NA
26			PLC	8 Prepared in compliance with Florida Status Section 472.027 and Florida Administrative Code Chapter 5J-17.	NA
27			PLENV	9 All wetlands and conservation easements with upland buffers depicted if applicable.	Sec. 10.01.06
28			PLENV	10 Flood Insurance Rate Map (FIRM) information: community panel number, date, flood zones(s) and Base Flood Elevation data in NAVD 88'. Flood boundary shall be depicted.	Sec. 10.02.07
29			PLLA	11 All protected trees per LDC 11.02.	Sec. 11.02.01; 11.02..02
30				Plat of proposed subdivision including, at a minimum, the following:	
31			OASUR/CA1	1 surveyor and mapper (PSM). The name, street, and mailing address of the PSM must be included on each sheet.	
32			OASUR/CA1	2 To ensure legibility, all lettering shall have a minimum height of twelve one-hundredths (0.12) inches.	
33			OASUR/CA1	3 complies with all of the survey requirements under FS 177. The printed name and registration number of the PSM shall be located directly below the statement along with the printed name, address, and certificate of authorization number of the legal entity, if any. A PSM practicing independently of a legal entity must include his or her address.	
34			OASUR	4 Name of proposed subdivision in bold legible letter on the face of the plat and all sheets. The name of the subdivision shall not be the same or in any way so similar to any recorded plat in the same county as to confuse the records or to mislead the public as to the identity of the subdivision. An exception to this is when the subdivision is further divided as an additional unit or section by the same developer or the developer's successors in title. In that case, the additional unit, section, or phase shall be provided with the subdivision name. Words such as "the", "replat," or "a" may not be used as the first word of the subdivision name.	
35			OASUR/CA1	5 Proposed subdivision illustrated on a single sheet and, if necessary, a key map noting specific sheets for details.	
36			OASUR/CA1	6 Vicinity map drawn at a scale of not less than 1" = 400', or other scale approved by the City Engineer.	
37			OASUR/CA1	7 On each sheet, include the name of the Subdivision, section, township and range.	
38			OASUR/CA1	8 All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the plat, with appropriate words and figures.	
39			OASUR/CA1	9 Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.	
40			OASUR/CA1	10 Prominent "north arrow" and bar scale shall be drawn on every sheet.	
41			OASUR/CA1	11 All Blocks, numbered.	
42			OASUR/CA1	12 All Lots, numbered either by progressive numbers or if in blocks, progressively numbered in each block.	
43			OASUR	13 Dimensions of all lots, parcels, or tracts.	
44			OASUR	14 Square footage noted on each lot or on a table on the plat.	
45			OASUR/CA1	15 Signature blocks. Signature blocks on plat shall be located either on the right side of the plat and / or at the bottom of the plat. They are not permitted on the left side or the top of the plat. (See FORMS for examples of signature blocks).	
46			OASUR/CA1	16 Location and width of proposed easements and existing easements identified in the title opinion or certification. The intended use of each easement must be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.	



SUBDIVISION FINAL PLAT APPLICATION SUBMITTAL CHECKLIST

47				17	Dedication and approval language that must:	
48			OASUR/CA1	a	record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed.	
49			OASUR/CA1	b	Be executed by all mortgagees having a record interest in the lands being subdivided.	
50			OASUR/CA1	c	Specify to whom all streets, alleys, easements, rights-of-way, and public areas shown on such plat are being dedicated.	
51				18	Area for "General Notes" with line items stating:	
52			OASUR/CA1	a	"Nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body."	
53			OASUR/CA1	b	The bearing or azimuth reference shall be clearly stated and, in all cases, the bearings used shall be referenced to some well-established monument line and monumented line.	
54			OASUR/CA1	c	Flood Insurance Rate Map (FIRM) information.	
55			OASUR/CA1	d	All utilities shall be located underground.	
56			OASUR/CA1	e	Any development agreement applicable to the subject property.	
57			OASUR/CA1	f	Covenants and Restrictions recordation information.	
58			OASUR/CA1	g	The plat was prepared with the benefit of an Opinion of Title with the name of the preparer of the document as well as the date.	
59			OASUR/CA1	h	"NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."	
60				19	Area for "Notes Regarding Easements" to include line items for:	
61			OASUR/CA1	a	Every type of easement whether existing or proposed and their intended use clearly stated.	
62			OASUR/CA1	b	Any easement that will be recorded by a separate instrument shall have the recordation information provided.	
63			OASUR/CA1	c	the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety code as adopted by the Florida Public Service Commission."	
64			OASUR/CA1	20	All contiguous properties identified by subdivision title, plat book, and page, or, if unplatted, land shall be so identified. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.	
65			OASUR/CA1	21	Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat.	
66			OASUR	22	Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.	
67			OASUR	23	Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.	
68			OASUR	24	The centerlines of all streets shall be shown as follows:	
69			OASUR	a	Noncurved lines: distances together with either angles, bearings, or azimuths.	
70			OASUR	b	Curved lines: arc distances, central angles, and radii, together with chord and chord bearing/azimuths.	
71			OASUR	25	When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.	
72			OASUR/CA1	26	Park and recreation parcels, as applicable, shall be so designated.	



SUBDIVISION FINAL PLAT APPLICATION SUBMITTAL CHECKLIST

73			OASUR/CA1	27	All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat".	
74			OASUR/CA1	28	The purpose of all areas dedicated must be clearly indicated on the plat.	
75					Closure Report (Surveyor Report)	
76			OASUR	1	Closure Report (if lots have been revised since the Preliminary Plat Closure Report) to include Exterior Boundary, Roadways, Individual Lots and Tracts/Parcels	
77					Landscape and Irrigation Improvements	
78			PLLA	1	Completion and final inspection of all common area landscape and irrigation improvements per the LDC.	
79			PLLA	2	If improvements cannot be completed at the time of final plat application submittal, landscape and irrigation improvements may be bonded.	
80					Department of Environmental Protection (DEP) Permit	
81			PLENG	1	Copy of DEP Permit	Sec. 9.01.04.A
82					St. Johns River Water Management District permit (SJRWMD) permit	
83			PLENG/PLSW	1	Copy of SJRWMD Permit	Sec. 9.01.04.J
84					Electronic Format as an AutoCAD 14 version or later (CD or USB):	
85			INTAKE	1	Construction Plans	
86			INTAKE	2	Landscape Plans	
87					Electronic Format as an AutoCAD 14 version or later (CD or USB):	
88			INTAKE	1	Approved Final Plat to be submitted when mylars are submitted for signature	
89					If the developer elects to construct the infrastructure improvements after the issuance of the recording of the plat, the following shall be provided:	
90				1	Signed and sealed estimate, by the engineer of record, of the total construction cost, which includes the following:	
91			PLENG/UD1	a	Required subdivision public infrastructure improvements costs including labor.	
92			PLENG/UD1	b	Costs of all required improvements relating to public road rights-of-way including labor.	
93			PLENG/UD1	c	Costs of all required off-site public infrastructure improvements including labor.	
94			PLC	2	A performance guarantee in the form of cash bond, performance bond, or letter of credit. The cost estimate amount of the surety shall be based on 120% of the sum of the engineer's cost estimate.	
95			PLC	a	Infrastructure Bonded If so, Bond Number: _____ Name of Surety: _____	
96			PLC	b	Landscape Bonded If so, Bond Number: _____ Name of Surety: _____	
97					In the event that infrastructure improvements are in place at the time of final plat application submittal, the developer shall provide a maintenance surety as follows:	
98			PLC	1	The maintenance surety provides a guarantee that the required improvements were completed without defects in workmanship or materials.	
99			PLC	2	The expiration date shall be a minimum of 12 months after the date of the final inspection of the required improvements (submit documentation on final inspection).	
100			PLC	3	The amount of the maintenance surety shall be based on 20% of the costs including labor upon which the performance surety was based, as certified under seal by the project engineer and subject to approval by the City Engineer.	
101					Road(s) Owned/Maintained by :	
102			PLC	1	City of Palm Coast	
103			PLC	2	POA/HOA	
104			PLC	3	CDD	
105					City Asset Allocation	
106				1	Provide completed City Asset Allocation Form	
107					HOA/POA Documents	
108				1	Provide HOA/POA Documents	
109						

Property Owner Letter of Authorization

*****IF APPLICANT IS NOT THE PROPERTY OWNER*****

Dear Planning Manager,

I/We, _____ being the
(All property owners)

current property owner(s) of the property legally described as

Parcel # _____ and also described as

Subdivision _____ Section _____, Block _____, Lot _____.

Street address _____

Do hereby designate and authorize _____
(name of authorized agent)

representing _____
(All property owners)

To sign on my/our behalf, as my/our agent to submit an application for a

(type of application)

Or execute a Development Order for the property described above.

Signature of property owner

Signature of property owner

Print Name

Print Name

NOTARY: This instrument was acknowledged before me on this by means of physical presence

or online notarization _____ day of _____, 20____ by

_____ who is/are personally known to me, or who
has/have produced _____ as identification.

(SEAL)

Signature of Notary Public, State of Florida

AFFIDAVIT OF CORPORATE IDENTITY/AUTHORITY

STATE OF _____

COUNTY OF _____

COMES NOW, _____, being first duly sworn, who deposes and says:

(1) That he/she is the _____, an officer of _____ corporation existing under the laws of the State of _____.

(2) That he/she is authorized to execute the following deeds or instruments on behalf of the above named corporation: _____ relating to the following described real property:

(3) That this affidavit is made to induce the City of Palm Coast to accept the above described property.

Signature of owner OR person authorized to represent this application

Signature

Signature

Print

Print

NOTARY: This instrument was acknowledged before me on this by means of physical presence or online notarization _____ day of _____, 20____ by _____ who is/are personally known to me, or who has/have produced _____ as identification.

(SEAL)

Signature of Notary Public, State of Florida



CITY OF PALM COAST TECHNICAL MANUAL

JOINDER AND CONSENT AFFIDAVIT

COME NOW, _____ Joins and Consents to the covenants and conditions set forth herein and hereunto sets his hand and seal this ____ day of _____, 20__ for the property legally described as Lot(s) ____ of Block ____, of Section ____, Map ____ of pages ____ of the Public Records of Flagler County, Florida. Parcel ID No's

ATTEST:

Name of Lending Institution /Mortgage Holder

Corporate Secretary

Corporate President

Printed Name

Printed Name

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this _____ day of _____, 20__, by _____ the _____ of _____, is are personally known to me or who has produced _____ as identification and who did execute said instrument for the purpose therein expressed.

Notary Public (SEAL)

Notary Public Signature